

Retention and Classification Report

Agency: Department of Workforce Services. Castle Dale Employment Center (1916)
678 East Main
Castle Dale, UT 84513
(435)381-4700

Records Officer Amanda McPeck

22720	Check issuance case files
20013	Client case files
22996	General Education Development case files
22721	Medical excess payment record
22722	Self sufficiency files

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22720

3

TITLE: Check issuance case files

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: 03/27/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22720

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 20013

3

TITLE: Client case files

DATES: 1992-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/06/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 20013

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22996

3

TITLE: General Education Development case files

DATES: 1995-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document client participation in the General Education (GED) program administered by the Department of Workforce Services. The information is used to document that a client fulfills the eligibility requirements as required by the Utah State Board of Education. Information includes: name, address and telephone number of client; assessment test results; and education and employment information.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22996

TITLE: General Education Development case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected. test questions/answers; unpublished manuscripts, lecture notes or research data

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22721

3

TITLE: Medical excess payment record

DATES: 1997-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: 03/27/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22721

TITLE: Medical excess payment record

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22722

3

TITLE: Self sufficiency files

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used to monitor Family Support client cases and their progress. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 03/27/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Castle Dale Employment Center

SERIES: 22722

TITLE: Self sufficiency files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)